

SUGGESTION AND RECOMMENDATIONS TO THE CHAIRMAN

9 September 1958

STATINTL

SUGGESTION NO. 58-626: dated 13 June 1958

[REDACTED], GS-7, Records Mgt. Analyst

STATINTL

A. Summary of Suggestion

Suggerster proposed that the Records Center be permitted to discontinue its present practice of making and retaining a copy of the Courier Receipt, Form No. 240, when it transmits records to requestors as the courier receipt number is always entered on the Form No. 490, Records Center Service Request.

B. Summary of Evaluations

On 24 July 1958, Acting Chief, Records Management Staff, James [REDACTED] stated:

"This suggested procedure would save time in processing reference requests at the Center. The form 490, Reference Service Request, is a more complete receipt than the carbon copy of the courier receipt. I recommend adoption of the suggestion for an intangible award of moderate, limited benefit provided the Office of Security concurs in the proposed procedure."

On 8 September 1958, the Office of Security ruled "no security objection to the adoption of the suggestion".

C. Recommendation of the Executive Secretary

1. Not in line-of-duty
2. \$10.00 award based on Intangible Benefits (Slight-Limited)

D. Decision of Chairman

STATINTL

[REDACTED] 20
10 Award - as recommended by
Executive Secretary above